

## Maintenance Technician

### Further particulars

Fairfield Residential Home is an independent charity providing care and assistance to elderly residents in a unique and supportive environment. Founded in 1947, it has a long-standing reputation for delivering excellent standards of care. Initially established in a large Victorian house at 115 Banbury Road, Oxford, it is now housed in a bright and airy purpose-built facility, completed in 2018. This provides 38 ensuite bedrooms, some of which are suitable for couples, with good quality communal facilities including a large lounge, a dining room, a fully equipped activities suite, a social hub with IT facilities and a wellness and beauty room. In addition, there is a separate 2-bedroom cottage currently providing assisted living for one resident. The home is set in an attractively landscaped garden with an orchard.

Fairfield is a company limited by guarantee (company number 5639165) and a registered charity (charity number 1114653). It is governed by a Board of Trustees and is regulated by the Care Quality Commission (CQC). It was rated Good by the last CQC inspection report dated March 2018. It currently employs around 50 staff.

### At Fairfield our vision is of an exceptionally happy home where residents enjoy a fulfilling later life.

To achieve this, our mission is to provide outstanding individually tailored support in a home filled with kindness and compassion.

Fairfield is particularly noted for the love and affection its staff have for its residents and maintaining and enhancing this ethos is a key consideration when recruiting new team members. We also understand the value of our staff in making Fairfield the special home that it is and aim to enable everyone in the team to benefit from developing their skills and progressing in their careers to realise their individual ambitions. Our success in working towards this was acknowledged in May 2025 with the award of Oxfordshire Apprenticeship Employer of the Year < 250 employees and in October 2025 with Highly Commended in the SME Apprenticeship Employer of the Year category at the National Apprenticeship and Skills Awards for the South East Region.

Employee benefits for Fairfield staff include:

- competitive rates of pay;
- Standard Life auto-enrolment pension scheme;
- free meals while on shift;
- free parking while on shift subject to availability;
- free training with in-house support and mentoring;
- free uniforms (or £150 annual clothing allowance for Social Wellbeing and Maintenance);
- free access to an employee assistance programme with a range of services including shopping discounts, financial and legal advice, counselling and a health and wellbeing smartphone app;
- a joining bonus of £250 payable on successful completion of your probationary period.

We are currently seeking a Maintenance Technician to join our team.

### Application Process

To apply, please email your CV, covering letter and completed [application form](#) to [recruitment@fairfieldhome.co.uk](mailto:recruitment@fairfieldhome.co.uk) The closing date for applications is Monday 6<sup>th</sup> April 2026 at 12.00 midday, but early application is advised as we reserve the right to close applications and appoint before this date for the right candidate.

All candidates must have the right to live and work in the UK and will be required to provide evidence of this in line with government guidance <https://www.gov.uk/prove-right-to-work>.

*Agencies: Please note, Fairfield does not accept unsolicited CVs from any agencies. We only accept CVs from agencies that have been appointed and briefed on the position currently advertised.*

### JOB DESCRIPTION

JOB TITLE	Maintenance Technician
REPORTING TO	Estates Manager
DIRECT REPORTS	None
HOURS	32.5 per week (excluding unpaid breaks)
SALARY	£28,000 to £33,600 per annum
JOB PURPOSE	To work under the direction of the Estates Manager (EM), and to be responsible for undertaking day to day reactive and planned preventative maintenance and improvement on the fabric of the building, the grounds, its services and equipment in order to ensure a safe, secure, compliant and comfortable environment for Fairfield’s residents, staff and visitors.

### Introduction

This Job Description is intended to provide a clear framework for the job holder to guide them in the requirements of the job. It indicates only the main responsibilities and competencies of the post and is not intended to be an exhaustive list. It is the job holder’s duty to ensure that they are familiar with all procedures and policies relevant to the job.

### Overview of Main Responsibilities (What the job involves)

Key Responsibilities	<ul style="list-style-type: none"> <li>➤ To maintain the “Vision and Values” of the service in every decision and action taken as a part of your role in the home.</li> <li>➤ Carry out planned and reactive maintenance across the home, including basic plumbing, painting, decorating, and general repairs to maintain the fabric of the building, its equipment, its services, and its grounds.</li> </ul>
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<p><b>Planned Preventative Maintenance (PPM)</b></p>	<ul style="list-style-type: none"> <li>➤ Conduct regular Planned Preventative Maintenance (PPM) checks and tests and ensure that necessary follow-up actions are carried out, including, but not limited to:             <ul style="list-style-type: none"> <li>○ emergency lighting checks,</li> <li>○ fire door and fire-fighting equipment inspections,</li> <li>○ water temperature testing,</li> <li>○ walkways and emergency exit checks,</li> <li>○ window restrictor checks,</li> <li>○ laundry room filter checks</li> <li>○ equipment checks.</li> <li>○ PAT (portable appliance testing)</li> </ul> </li> </ul>
<p><b>General maintenance</b></p>	<ul style="list-style-type: none"> <li>➤ Carry out basic plumbing, painting, decorating, and general repairs as required.</li> <li>➤ Respond promptly to maintenance requests from staff and residents, ensuring minimal disruption during repairs.</li> <li>➤ Ensure all internal and external areas, including pathways, car parks, gardens, sheds, and waste storage areas, are safe, clean, and well maintained.</li> <li>➤ Assemble and move furniture and equipment as needed.</li> <li>➤ Support the movement of residents' belongings into and out of rooms and facilitate preparation of rooms for new residents in a timely manner.</li> <li>➤ Assist with deliveries, including checking and monitoring delivered goods.</li> <li>➤ External window cleaning in line with agreed schedule.</li> <li>➤ Liaise with and supervise external contractors when specialist work is required on-site, ensuring work meets required standards as directed by the Estates Manager.</li> </ul>
<p><b>Administration</b></p>	<ul style="list-style-type: none"> <li>➤ Maintain accurate and up to date record of reported maintenance issues, ensuring follow-up and relevant feed-back upon completion.</li> <li>➤ Maintain accurate and up to date records of PPM checks and tests.</li> <li>➤ Create and manage an inventory/asset register of maintenance materials, furniture, fittings, equipment and tools.</li> <li>➤ Maintain and replenish essential tools and maintenance supplies.</li> <li>➤ Assist with ordering items required for the completion of specific maintenance tasks in line with Fairfield's procedures.</li> <li>➤ Report and record any accidents involving residents, staff or visitors to the home.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Attend all staff meetings to which you are invited.</li> </ul>
<b>Training, skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Be prepared to undertake training as required to maintain and update all skills and knowledge to meet the needs of the residents living in the home.</li> <li>➤ Be prepared to be involved in training and events to promote a positive culture and working environment in the home.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>➤ Ensure that you are aware of your responsibilities under the Health and Safety at Work Act 1974.</li> <li>➤ Maintain up to date understanding of COSHH regulations.</li> <li>➤ Maintain fire precautions and prevention procedures and to be concerned for all aspects of Health and Safety. Report any issues to the appropriate member of the team and agree together the next steps.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>➤ Support on-site inspections by regulatory bodies such as the CQC and local authorities.</li> <li>➤ Remain receptive to the changing needs of the service and to undertake any duties not covered in this document but falling within the general scope of the role.</li> <li>➤ Respect the confidentiality of all matters that you may learn in the course of your employment and to respect and maintain a working knowledge of GDPR.</li> </ul>

### Relevant Competencies (How the job needs to be done)

Competency	Detail	Essential/ Desirable
<b>Performance Focus</b>	➤ An ongoing desire to learn and to achieve outstanding standards.	E
	➤ Ability to prioritise workload and manage time effectively.	E
	➤ Ability to use initiative where necessary	E
	➤ Flexibility and a 'can do' approach in dealing with the needs of residents and the home more generally.	E
	➤ A safe and practical approach to work.	E
	➤ Good timekeeping.	E
	➤ A well-groomed and tidy appearance.	E

<b>Effective Relationships</b>	<ul style="list-style-type: none"> <li>➤ Ability to establish and maintain good working relationships with the whole team and residents.</li> <li>➤ Ability to establish and maintain professional relationship with all professionals allied to Fairfield Residential Home</li> <li>➤ A caring and positive approach to residents and colleagues, helping to foster a warm and comfortable environment in the home.</li> <li>➤ A willingness and an ability to work cooperatively with colleagues to produce the best outcomes for the home.</li> </ul>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>
<b>Communication</b>	<ul style="list-style-type: none"> <li>➤ Ability to check and ask for more information if requests received are not understood.</li> <li>➤ Ability to communicate well both in the written and spoken word.</li> <li>➤ Ability to deal appropriately and empathetically with sensitive and confidential matters.</li> </ul>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>
<b>Professional Skills, Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>➤ Qualification such as City &amp; Guilds, NVQ or equivalent in a maintenance-related discipline.</li> <li>➤ Institution of Occupational Safety and Health Managing Safely Certificate or equivalent.</li> <li>➤ Proven experience in a general maintenance or facilities role.</li> <li>➤ Practical knowledge of basic plumbing, joinery, general maintenance and decorating tasks.</li> <li>➤ Good understanding of health and safety and COSHH regulations.</li> <li>➤ Knowledge of CQC compliance in relation to premises and equipment.</li> <li>➤ Good IT skills to enable efficient use of maintenance software, maintenance of other electronic records, use of email and Teams, internet ordering and other online systems as required</li> </ul>	<p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p>
<b>Additional notes</b>	<ul style="list-style-type: none"> <li>➤ The role may involve working at heights or in confined spaces.</li> <li>➤ An enhanced DBS certificate is required for this role.</li> </ul>	